

Benton Grade School
2022-2023
School Handbook



LEARNERS TODAY, LEADERS TOMORROW, RANGERS FOREVER

1000 Forest St.
Benton, IL. 62812
P: 618-438-4011
F: 618-435-2152

Welcome to the Benton Grade School 5-8. This handbook has been prepared to serve as a guide to students of Benton Grade School, and also to familiarize parents with the aims, purposes, and regulations of not only the school, but also the district. Although this handbook is detailed, it is not exhaustive and may not cover every situation that could possibly arise during the school year. The administration reserves the right to make decisions and rule revisions at any time to ensure the well-being of all students in situations that may or may not be covered in this document or of which may be impacted by the enactment of a new state or federal law. Should a situation arise that is not specifically covered in this handbook, the administration will make a decision based on school law, public law, and the common good of the students and staff of Benton Grade School. We encourage your cooperation and participation with us as we work to achieve these goals. We look forward to this school year and hope that it will be a successful and an enjoyable one for you. If you have any questions or concerns during this school year, please call the school at 438-4011.

Mrs. Gibbs, Principal

Mr. Davis, Assistant Principal

COVID-19

This handbook is applicable to students both in-person and remote learning. The District's Return to School Plan will supplement and supersede this handbook where applicable. Any provisions of this handbook may be revised or amended as necessary in accordance with the Return to School Plan and Federal, State, and local health department guidelines and recommendations.

School Vision

Benton #47 schools, working in partnership with all families and the community, is a learning organization of engaged, motivated and high achieving lifelong learners.

School Mission

To assist students in acquiring the skills and confidence to continue the life long process of learning and to become productive, contributing members of society.

Website

Visit our district website, www.benton47.org. Access a teacher email by clicking a teacher's name on the Faculty list. Check the school calendar for upcoming events. Read our online newsletter to stay current on student activities.

Parent Portal

To use the parent portal, access the school website, click on the 5-8 link, and click on the parent portal. Parents will have the ability to view their child's grades, progress reports, and class schedule. Login and passwords will be available at the school office.

Benton Grade School

Faculty & Staff 2022-2023

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|---|---|
| Superintendent Dr. Steve Smith | |
| Principal Ellen Gibbs | Assistant Principal Jamison Davis |
| Secretary Ginger Reno | |
| Reading & Language Teachers Paula Fuller Cassie Jay Chrissy Miller Char Mumbower Amy Nehr Korn Stacia Sloan Julie Swigonski Katie Wagner | |
| Math Teachers Courtney Chady Kara Harrison Sarah McCollum Kelly Wills | |
| Social Studies & Geography Teachers Brian Crisp Julie Hammonds Sara Hawley Drew Pettit | |
| Science Teachers Aaron Cantrell Mallory Martin Marcie McCollum John Krieger | |
| Physical Education John Cook Jordan Gunter | |
| Fine Arts Anjie Hughes Aaron Lay Alisa Leffler | |
| Special Education Brian Blades Kellie Griffith Abby Kathalynas Amanda Lewis Kaliee McCollum Reggie Norman Nikki Andrews | |
| School Nurse Angela Rock | |
| Social Worker | |
| Head Cooks Lori Guthrie Kim Atchison | |
| Paraprofessionals Patrick Boyt Jessica Hughes Kim Raines Nelda Williams | |
| Technology Chris Kerley Wayne Williford | |

CURRICULUM AT BGS 5-8

Classes Offered

All students will take Reading, Language, Science, Social Science, Math, and Physical Education. Electives for 7th and 8th grade students include Art, Band, Chorus, Competitive Training, STEM, Advanced Math, Academic Support, Coding, Robotics, and French. Additional electives of Advanced Art, Photography, and Lab Choir are available on the basis of audition or teacher recommendation. Units of computer instruction are incorporated within the mandatory core subjects. In addition to mandatory subjects, 5th and 6th grade students also receive Art, Music, Computer/Library instruction.

Physical Education

In PE classes, students are required to wear athletic shoes. Please contact the school office for information regarding assistance in acquiring these items.

Exemption from Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons documented in writing by the student's doctor and approved by the case manager. A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program. Special activities in physical education will be provided for a student who's physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student who's physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: The time of year when the student's participation ceases; and the student's class schedule.

Elective Classes/Adds and Drops

The addition or deletion of an elective class from a student's schedule must be made within one week from the beginning of a grading period. With the exception of transfer students, no elective classes may be added after one week from the beginning of a grading period.

Response to Intervention (RtI)

In accordance with a federally mandated law, BGS is incorporating Response to Intervention (RtI) in Reading, Math, and as a behavior component in our curriculum. RtI is a multi-tiered approach to help assess a student's reading and math abilities. The student's progress is closely monitored at each stage of intervention to determine the need for further research-based instruction and for intervention in general education, in special education, or both.

THE ILLINOIS ASSESSMENT

The Illinois states' assessment will allow parents and educators to see how children are progressing in school and whether they are on track for postsecondary success. The assessment also provides teachers with the ability to identify students who may be falling behind and need extra help.

Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein
4. Remind and emphasize for students the importance of good performance on standardized testing
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils
6. Teach students the importance of honesty and ethics during the performance of these and other tests
7. Encourage students to relax and try to do their best on testing day.

School Messenger System

Benton Grade School is utilizing an automatic parent-notification system called SchoolMessenger. Through this system, parents will be notified quickly through a phone call, email or text message concerning pertinent information regarding school, including school cancellations, early dismissals, emergencies, holidays, or school events.

Backpacks/Water Bottles

Backpacks or purses are not allowed in classrooms. Students may bring backpacks to school, but backpacks and purses must remain in their lockers during the school day. Water bottles will be allowed, but must be kept in a locker and follow these guidelines:

- Must be in a clear bottle
- Carry water only
- And not carried to class
- Water fountains will be available

POLICIES & PROCEDURES

Internet Use

Internet access is available to students and teachers in the Benton District 47 schools. Our goal is to promote academic excellence by facilitating research, instructional innovation, and communication. Staff will provide guidance to students as they utilize electronic information resources to conduct research and other studies related to the district curriculum.

Having access to the network is a privilege the district extends to its students. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The loss of this privilege is one possible consequence of violating the Acceptable Use Agreement. Students must have a signed

parent/guardian permission form on file to gain access and agree to act in a considerate and responsible manner in compliance with the guidelines outlined in the district internet Acceptable Use Agreement.

Acceptable Use Agreement. Students must have a signed parent/guardian permission form on file to gain access and agree to act in a considerate and responsible manner in compliance with the guidelines outlined in the district internet Acceptable Use Agreement.

Students are responsible for their actions while using the Internet/computer. Students can be punished if he/she purposely alters the computer from its set functions or browses internet sites (including chat rooms) for non-educational purposes. Students will be responsible for payment for repair of equipment as a result of vandalism and horseplay and for any charges brought about by violating the Acceptable Use Policy.

Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

The District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. However, school officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

General Building Conduct

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No Ipods, mp3 players, cameras, spy watchers or video cameras are permitted without permission from the principal.

Arrival

Students should arrive at school by 7:50 a.m. unless they are eating breakfast in the cafeteria. Breakfast begins at 7:30 a.m. and the serving line closes at 7:55 a.m. Students eating breakfast may enter the building at 7:30 a.m. Students who are not eating breakfast will be supervised by a teacher until the bell rings at 8:00 a.m. Unless eating breakfast, students should not be at school before 7:30 a.m. There is no supervision before 7:45a.m. Upon arrival at school, 5th/6th students should proceed to the gym, and 7th/8th students should proceed to their locker and then to the gym.

Students are not to leave the school grounds after their arrival without properly checking out through the school office. Students in the commons are to use the restrooms by the stage area.

Reporting Absences

When students are absent, parents or guardians should call the school (438-4011) no later than 9:30 a.m. on each day of absence or send a note explaining the absence upon the student's return to school. Failure to properly notify the school of an absence will result in the absence being recorded as unexcused. If a call has not been made to the school within the first two hours on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Repeated unexcused absences will result in a report to the truant officer at the Regional Office of Education.

Excused absences include illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, attending a military honors funeral to sound TAPS¹, circumstances beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reasons approved by District administration or by the Board of Education. Students may be absent for mental or behavioral health for up to five days without providing a medical note. Students absent for mental or behavioral health will be given an opportunity to make up any missed school work. After the second mental health day used, the student may be referred to the appropriate school support personnel.

A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

The Illinois School Code defines chronic absenteeism as absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. Special circumstances such as hospitalization, chronic illness etc. will be considered in this process.

Absences that do not follow the circumstances to be valid causes for a student's absence are considered unexcused absences. The school may require documentation explaining the reason for the student's absence.

The school will utilize multiple procedures to identify the cause of a student's unexcused absenteeism, including interviews with the student, the student's parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

Tardiness

A student is tardy who arrives in the classroom after 8:00 a.m. A student who is tardy must report to the office and sign in before going to class. Excessive tardiness may result in a truancy issue. Actions to follow include:

- call to parent
- letter to parent
- notification of truant officer
- notification of state's attorney
- conference with parent and truant officer

Discipline for tardies will be determined on a case-by-case basis.

Make-up Work Following Absences

A good attendance record has a direct effect on achieving good grades. There is no substitute for actual participation in the daily classroom discussion and work. Tardiness and unexcused absences often result in lower student grades. Students are expected to make up work missed and permitted to receive full credit for their work. It is the student's responsibility to obtain and turn in the necessary assignments. All work not made up will receive a zero grade. It is the student's responsibility to make arrangements with his/her teachers as to the amount of time allowed for make-up work. Absence for vacation is discouraged during the school year.

Students who vacation with their parents during the school year should make arrangements in advance with their teachers for the completion of all graded work during their absence.

Truancy

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. The following events are examples of truancy: leaving school without teacher or parental permission, staying home without parental permission, absent without medical excuse. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. A student is counted as truant if there is an absence during any part of the school day without permission from a parent/guardian and the attendance office is not notified of an absence.

Students considered truant are subject to school discipline. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

Truancy Procedures

Three Unexcused Absences – letter from the school to parents

Six Unexcused Absences – second letter from the school and may result in a meeting with school personnel

Nine Unexcused Absences – referral to the ROE Truancy Officer which could lead to a Truancy Review Board meeting or a court appearance

The following resources and supportive services are available to students with attendance problems and their parents or guardians: conferences with school personnel; problem solving by the building level team; referral to community agencies.

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school. Chronic truancy (a child who is absent without valid cause for 5% or more of the previous 180 regular attendance days) will be reported to the Regional Superintendent of Schools for pursuit of legal remedy. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00.

A student who misses fifteen (15) consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion for a period not to exceed two (2) years.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, because of religious reasons, including the observation of a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students with excused absences or excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence).

Checking In/Out of Building

Students coming into the building late, after an appointment, or at an irregular time should report directly to the office. They will receive an admit slip to give to their classroom teacher. Students are not allowed to leave the 5-8 building during the day unless they have parental permission and have cleared the leave in the office.

Parents should send a note or call the office if a student has a medical appointment. If a student becomes ill, he/she should report to the office immediately. Students may not see the nurse without a pass from the office. Students may not go elsewhere in the building or leave the building. If it becomes necessary to go home, the office will call the parent and the student will be released with parent approval. A student leaving BGS 5-8 without parental permission and office clearance is considered truant.

Early Dismissal

Parents are discouraged from requesting early dismissal except for emergencies. Parents and guardians are urged to schedule appointments or other events outside of school hours. If a student needs to be dismissed early, a note or call is required in the morning to alert the school. Parents should arrive at the school 5-10 minutes ahead of dismissal to pick up their child. Upon arrival, parents or guardians should report to the office and the secretary will call the student out of class as the child is signed out. Students will not be called out of class prior to the parent's arrival. If the student will be returning to school after an appointment, the student must sign back into the office. It is not necessary for the parent or guardian to come into the school with the child.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Birth Certificate

A certified birth certificate is required to be supplied to school officials at the time of enrollment. If a birth certificate is not presented, the person enrolling the student will be notified that within 30 days he or she must provide a certified copy of the student's birth certificate. If a certified copy of the student's birth certificate is not provided, local law enforcement will be notified.

A student will be enrolled without a birth certificate.

Visitors at School

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying himself or herself as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

School Fees

The school establishes fees and charges to fund certain school activities. During the school year, various fees will need to be paid. These include: school fees, lunch charges, lost or damaged textbooks, science and art lab fees, library fines, lost or damaged uniforms, etc. Keep a record or receipt for all fees you pay.

Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee.

School fees for the 2020-2021 school year is \$25.00

Students will be charged for loss of or damage to school books or other school-owned materials. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Waiver of Fee Policy

The Illinois School Code requires each school district adopt a policy pursuant to the waiver of school fees. The Benton District No. 47 Board of Education has adopted the required policy for the 2022-2023 school year. A fee waiver must be applied for and approved for every school year. Fee waivers cannot be applied for outstanding fees from previous school years.

A student shall be eligible for a fee waiver if at least one of the following prerequisites is met: 1) The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or 2) The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children). The Superintendent or designee will give additional consideration where one or more of the following factors are present: 1) Illness in the family; 2) Unusual expenses such as fire, flood, storm damage, etc.; 3) Unemployment; 4) Emergency situations; and 5) When one or more of the parents/guardians are involved in a work stoppage.

The student's parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of student's fee. A separate application form shall be submitted for each fee assessed to each student. Questions regarding the fee waiver application process should be addressed to the Superintendent. The Superintendent will review the applications for qualification of a waiver.

Failure to Pay Fees/Collection

To maintain the quality of our educational programs, Benton School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay. Near the end of the year, a notice will be sent home detailing unpaid fees. All fees must be paid before students participate in extracurricular activities including the end of year trips.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the students has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Lockers & Desks

Students in grades 5, 6, 7, and 8 will be assigned a locker with a combination lock. Students are not to share a locker or the combination to your locker. This is for student's protection. If someone knows the combination, or the locker is left unlocked, possessions may be stolen. Items stolen are extremely difficult to recover. Students must pay for lost or stolen books and locks. Lockers and desks are the property of Benton Grade School and are subject to inspection by authorized school personnel. Periodic checks may be made. Dogs trained in the detection of controlled substances and under the control of police personnel may be utilized in the check of school facilities. Students will have a schedule for certain times they may go to their lockers. They will need to plan ahead and take what they need for classes.

Personal Property

Student possessions such as jackets, lunch boxes, etc. should be clearly marked with the student's name. Items that are disruptive and/or banned at school may be confiscated, for example, permanent markers, rubber bands, cameras, mp3 players, and electronic games. The item(s) may be returned to the student to take home or may be kept for return to the student's parent or guardian. Students may have cell phones in their lockers. They must be turned off. If cell phones are visible or audible, they will be confiscated by teachers or administration. Smart watches may be worn; however, they may be confiscated if they become a disruption at school. Parents may reclaim these at the school office. Repeated violations will result in ban of cell phone privileges from school and disciplinary consequences. Lost or discarded items found at school will be placed in lost and found receptacles. These items will be moved to the gym for students to reclaim at the end of each grading period. If the items are not reclaimed, they will be disposed of to a charity, service club, school-based use, or trash following each 9-week grading period.

Telephone

Students may use the office telephone in cases of emergency. Students must have teacher permission and a pass to use the telephone during school hours. If the student is calling home because of an illness, he/she **must** use the office phone. No student phone calls are to be made during the school day to request permission to attend after school activities, to go to friend's house or for other non-urgent reasons.

Corridor Pass

Students are not allowed in the halls without a pass except between classes.

School Personnel/Authority

The principal and all other employees of the school have the responsibility to assess and implement the policies of this handbook on the Benton Grade School campus. In an emergency situation the principal or designee may remove a student from campus, place a student in a temporary alternative educational program and/or suspend a student.

All school personnel have the right to take action any time the educational process is threatened with disruption or when the safety of people or property becomes an issue. It is up to the discretion of school personnel to exercise their best judgment in choosing consequences for particular situations or infractions. Students whose presence poses a danger to persons or property are considered to be a disruption to the educational process and may be removed immediately from school or school sponsored events. The police or other legal authority may participate in removal if necessary.

Search and Seizure

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy on school property.

School property, including but not limited to, desks and lockers is owned and controlled by the district and may be searched by school authorities at any time. School authorities are authorized to conduct general administrative inspections of school property without notice or consent of the student and without a search warrant.

As stated in the Illinois School Code 105 5/10-22.6, school searches may be done to maintain order and security in schools. School authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned and controlled by the school, as well as personal effects left in those places and areas by students without notice or consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these areas or in the personal effects left in these areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this section of the law, local ordinance, or the school's policies/rules, produces evidence, such evidence may be seized by school authorities, and disciplinary action take.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or his/her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Any student caught defacing, damaging or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to school property.

Care of the Building

We ask everyone to take pride in our school building and school grounds and do all they can to help keep our campus clean and attractive. Students are expected to pick up all paper and litter from the classroom floor and cafeteria at the end of each class period. The hallways and outside areas are also to be kept free of litter. We expect students to keep their locker(s) clean. Please be a thoughtful citizen and pick up litter when you see it. Students marking on or damaging school equipment or property in any way will be required to clean the article and pay for damages. The law specifically provides that parents and students are responsible for damages to school property or materials loaned to students. This could include compensation, restitution, repair or cleanup plus discipline imposed on a case-by-case basis including but not limited to the following: warning, noon detention, after-school detention, suspension, expulsion, or notification of law enforcement authorities.

Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. The office is unable to release addresses and phone numbers of students.

Library Use

The 5-8 school library contains many books and magazines for student's pleasure as well as the computer technology to access information from a wide spectrum of sources. The librarian will be happy to help students find needed materials. Students will be welcome in the library if they comply with the following guidelines:

- There will be no loud talking or boisterous activity.
- Students must be engaged in research, study, or pleasure reading.
- All fines must be paid and overdue books returned.
- To help keep the books properly filed, there will be "shelf marks" located on the checkout desk. Before browsing, pick up a "shelf mark". When browsing, insert the "shelf mark" in the correct place for the book you are reviewing. Return the "shelf mark" to the desk when you are finished.
- Return magazines, dictionaries, and encyclopedias to their correct place.

Book Checkout Procedures

Students take the book they have selected to the front desk. It will be checked out for 2 weeks. Students may renew it once. Students who keep a book one week past the due date will be charged \$.05. Students may only check out 2 books at any one time. Please do not turn down pages, mark in the books, or treat them roughly. Students will be required to pay for lost or damaged books. Magazines and reference books may not be checked out of the library.

GRADING PROCEDURES

Progress Reports & Grade Reports

Grade reports of pupil progress are made at the end of every 9 weeks.

Grading

Grades are based on academic performance, participation, and presence in class. Grade point averages are calculated each nine weeks by assigning points: A-5, B-4, C-3, D-2, F-1. Grades in classes are assigned on the basis of: 60-69% = D, 70-79% = C, 80-89% = B, 90-100% = A.

Incompletes

An incomplete on a report card indicates work not completed by the end of the grading period for which the instructor has granted an extended time for completion. This will be changed to the proper grade as soon as the work is completed. Work not completed within the time extended by the instructor will be counted as a zero and averaged with the other grades earned.

Extracurricular Activities and Grades

All grades must be passing (D or better) in order to attend and/or participate in all extracurricular activities including, scholar bowl, student council, or any school organization or event that is not part of the curriculum, including school sponsored dances. Participation in extracurricular events is limited to students of BGS. Grades will be checked at the end of each week. If any student's grades are failing, that student may not participate until the grades are checked again and all grades are passing.

Extracurricular activities include Student Council, yearbook, sports games and practices, after-school clubs, student spectators, etc.

Students are ineligible to participate in all extracurricular activities if:

1. Grades must be passing (D or better). Grades are checked at the end of each week.
2. Student must be present at least half-day on the day of the event.
3. Discipline Issues/Suspension - Student must not be involved in major discipline of serious misconduct during the quarter.

Honors Night Requirements

Students must meet the following requirements to be eligible for the 5-8 Honors Night Program:

- Maintain a GPA of 3.6 or above for the first three quarters
- Students cannot have any grades below a “B” in any subject

Academic Promotion Policy

It is the policy of the Board of Education of Benton C.C. School District #47 that student promotion be based on academic performance. The decision to promote a student to the next grade level shall consider completion of the curriculum, and other criteria as determined by the school board. No student shall be promoted to the next grade level based solely upon age or any other social reason not related to the student’s academic performance.

The administration shall develop standards for satisfying the criteria for promotion, and shall develop and maintain appropriate remedial programs to assist students who do not qualify for promotion to the next grade level.

The criterion for promotion in Benton District #47 is:

Demonstration of academic achievement as evidenced by a passing grade (60% average) in all full- year, core academic subjects (math, reading, language, science, and social science).

Note: Student attendance and classroom participation are important factors impacting student achievement, grades, and promotion. Transfer student records will be evaluated for compliance with the above promotion criteria. Promotion requirements for a student with an individual education plan or for a student receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act shall be determined by the student’s educational team. Students who do not meet the above promotion requirements may be advanced to the next grade level upon satisfactory completion of Benton District #47 prescribed remedial program.

Summer School

Students who are recommended for retention may have the opportunity to attend a special summer school program. Those students who successfully pass the required summer school program will be promoted to the next grade level. However, summer school programs will be offered only at the discretion of the Board of Education, depending on available funds.

HEALTH INFORMATION

School Health Records

Please notify the school secretary of any change of the following:

1. Address
2. Telephone number
3. Emergency contacts

****Note:** Students will not be permitted participation in extracurricular activities without a valid emergency contact phone number on file. Please report to the school nurse any known allergies or any special medical condition of your child. Please report all communicable diseases your child contracts throughout the school year (e.g. strep throat, chicken pox, etc.)

Immunization, Health, Eye, and Dental Examination

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases (including proof of one Tdap grade 6 thru 12) within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. Proof of immunization against meningococcal disease is required for students in sixth grade.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons. Students who are not compliant with physical examination and immunization requirements and have not submitted a waiver to be exempt from immunizations will be excluded from school and will not be permitted to make-up work for academic credit for their absences.

The District will also report the student as truant. If a student submits a valid waiver to be exempt from immunization and is subsequently excluded from school due to a disease outbreak or due to his/her exposure to any of the diseases for which immunization is required, the excluded student will have the opportunity to make up all missed academic work for full credit.

Immunizations

All students shall provide proof of immunization from preventable, communicable diseases as required by state law before attending classes. In the case of a transfer student, a period of 30 calendar days, beginning with the first day of enrollment in the District, shall be given to meet the requirement.

Eye Examinations

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination by a physician licensed to practice medicine in all of its branches or a licensed optometrist performed within one year prior to entry of Kindergarten or the school. Waivers to the requirement are available for financial hardship. Please contact the school nurse for details. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examinations

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Medical Exemptions

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption
2. Health examination or immunization requirements on medical grounds if a physician, advanced registered practice nurse, or physician assistant provides written verification
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

School Nurse

The school nurse will be available on a daily basis. Throughout the year and in accordance with state requirements, the school nurse screens students for vision and hearing. Parents are urged to request a vision or hearing test at the onset of a potential problem.

Contagious Disease Policy

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The decision to allow attendance will be made by the school nurse.
- The school will provide written instructions to the parent or guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
- A Susceptibility List will be kept in each building indicating the students who are at risk due to lack of immunizations, medical exemptions, or religious exemptions. Parents of susceptible students will be notified in the event of a communicable disease outbreak.

Our policies regarding children's contagious diseases are as follows:

| | |
|--------------|--|
| Chickenpox | Students must stay home from school a minimum of 5 school days after the last eruption with all pox having scabbed over or fallen off and no new lesions have developed for at least 24 hours. |
| Pink Eye | Students can return 24 hours after treatment has been initiated and as long as there is no discharge or matting of the eyes. |
| Strep Throat | The student may return to school after he/she has been on 24 hours of medication that is usually an antibiotic prescribed by your doctor and the child has been without fever for at least 24 hours. |
| Rashes | If your child has an unusual rash, please keep them home until the rash is gone or identified as not being contagious. The student will be sent home until a doctor has diagnosed whether the rash is contagious. Please call the school nurse to inform us of the diagnosis. |
| Head Lice | The Illinois Dept. of Public Health, Center for Disease Control (CDC) and Illinois State Board of Education all support children remaining in school. The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Following identification by the school nurse, the parents will be notified and the child will be sent home. The student may return to school the morning after the first treatment with medicated shampoo for the head lice and medicated shampoo for scabies. Student absences after being sent home due to head lice will be excused for two days, any day following will be counted as an unexcused absence. We prefer you notify your doctor and us the product they recommend. |
| Fever | Students should be fever free for 24 hours before returning to school. |

Medication Policy

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess and self-administer an epinephrine injector (EpiPen®) and/or an asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an a School Medication Authorization Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*.

A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The District retains the right to use its discretion to regulate the administration of the product, which may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

The District reserves the right to restrict or otherwise stop allowing the administration of medical cannabis to a child if the District or school would lose federal funding as a result.

Failure to abide by the above procedures will be considered a disciplinary incident and will be dealt consequences on an individual basis. This may include one or more of the following: notification of parents, noon/after school/or possible suspension.

Physical Examinations/Sports Physicals

Within one year prior to entering kindergarten, sixth grade, or transferring into the District, each student shall present proof of having had a health examination performed by a licensed medical practitioner, with a signature and date on the form. All students participating in athletics are required to have an annual physical exam before participating in any way – practice or play. The above requirements are in accordance with the School Code of Illinois as proclaimed by the Illinois Department of Public Health.

Life Threatening Allergy

We have students in our school that have a life threatening allergy to peanut butter and any nut product (anaphylaxis). In an effort to protect these individuals, we are seeking your cooperation in attempting to keep the school free of peanut butter or nut products. Please do not send peanut products for snack or lunch.

Epinephrine

Benton School District 47 has 2 undesignated epinephrine injector devices available, regardless if the student or staff have been diagnosed with allergies. The epinephrine injectors are located in the nurse's office. A school nurse or trained personnel may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

This section is not applicable whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication.

According the state law, authorized school personnel who use epinephrine injector in good faith are immune from liability except for willful and wanton misconduct.

Accident Insurance

Student accident insurance shall be available to purchase for all interested students. The coverage shall be accessible to each student for the cost detailed in the student insurance plan brochure distributed prior to student's enrollment. This policy will cover medical bills only to the limit of the policy; that is, the insurance company will possibly not pay the full cost of the doctor or hospital bill. This policy is not offered by Benton District #47. Benton District #47 does not provide medical insurance covering student injuries.

Emergency Treatment Forms

All students participating in athletics, extracurricular activities, or trips away from Benton Grade School are required to provide a signed emergency treatment and parental waiver form which allows emergency medical attention to be sought in case of accidental injury and in the absence of a parent or guardian.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their children.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

Asbestos

The Benton Grade School is in compliance with the Asbestos Hazard Emergency Response Act (AHERA). As required, our building(s) were initially inspected for asbestos. This inspection was conducted on September 28, 1988. The AHERA law requires that a visual surveillance be completed every six months and a reinspection conducted every three years. Documentation is provided in an inspection/ management plan that is available for public review. This plan is on file at the District Office, 1403 S. Main St., Benton, IL. Should you wish to review the plan, please call 618-439-3136 to make an appointment between 8:00 a.m. and 4:00 p.m. Review letter on the last page of this handbook. The findings of the inspection indicate that safe conditions exist in all buildings; however, operation and maintenance programs will maintain and monitor the district continually to sustain this safety standard.

Pesticide

In accord with state law, the Benton Community Consolidated School District No. 47 has adopted an integrated pest management policy. The District uses pesticides to keep its buildings and grounds free from insects, rodents, weeds, and other unwanted pests. Licensed contractors or employees apply pesticides at times when students are not present. Please contact the building principal if you desire more information or desire to be put on a notification list.

Sex Education Instruction

Students will not be required to take or participate in any class or course in recognizing and avoiding sexual abuse if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sexual abuse education instruction.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directions of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students. However, parents/guardians may opt out of student participation in the law enforcement lockdown drill.

CAFETERIA

Lunch Program

The school cafeteria will serve a hot lunch with cold milk for all students each day. Extra milk will be \$.30 per carton. The weekly menu is posted in each homeroom and available on the radio station WQRL each morning. Fruit juice and water will be available from a vending machine. Keep the following guidelines in mind:

Stay in single file. Do not cut in line.

Students who bring their lunch should only be seated after the lunch bell. Lunches are to be eaten at the tables in the cafeteria.

Leave the table and floor in clean condition. You will be asked to return and clean up any mess left by yourself or the group you sit with.

- Glass containers should not be brought to school.
- Students may not share food or drinks brought from home.

Breakfast

The school cafeteria will provide breakfast between 7:30 and 8:00 daily. The serving line closes at 8:00a.m. The cost of milk is \$0.30. Keep the following guidelines in mind: Do not enter the commons before 7:30. Enter the commons through the west or north school entrances. Clean up your mess. Leave the table and floor in a clean condition. After breakfast, exit the commons and go to the gym or playground. Students not eating breakfast should go to the gym with all other students.

School-Wide

- Energy drinks that contain high amounts of caffeine and other stimulants are restricted on-campus by students in grades K-8. Such drinks will be confiscated, and information about the harmful effects of the drinks will be supplied.
- Bake sales and other school-sponsored fund-raisers, will follow the district nutrition policy.
- Schools will seek alternatives to using food as an individual or classroom reward. Withholding food as punishment is not permitted.

CONDUCT

Guidelines For Assessing Consequences

1. Consequences/Penalties shall be administered when necessary to protect students, school employees or property and to maintain order and good discipline.
2. Students shall be treated fairly and equitably with disciplinary action based on a careful assessment of the circumstances of each case. Factors to consider include:
 - a. The seriousness of the offense
 - b. The student's age
 - c. The frequency of misconduct
 - d. The potential effect of the misconduct on the school environment

Discipline is determined on a case-by-case basis and is at the discretion of the administration and the Board of Education. The level of consequences imposed will be consistent with the *Illinois School Code*.

Students may be disciplined for gross disobedience or misconduct, including but not limited to all prohibited conduct as described in this handbook. The administration reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the handbook. Any infraction, depending upon the surrounding circumstances, may warrant discipline up to and including expulsion.

Classroom Conduct

Each teacher will have an established classroom management plan in place. Students will be expected to follow established classroom routines and procedures. After repeated instances of misbehavior in the classroom, teachers will then complete an Office Discipline Referral (ODR).

Failure to adhere to class rules will be determined on a case-by-case basis. Possible consequences includes but are not limited to: warning, parent contact, detention, or discipline referral to the administration. Teachers may remove disruptive students from the classroom. As it is impossible to anticipate, all specific instances of misconduct, the administration reserves the right to impose a punishment for the specific situations not addressed in the discipline system.

Bus Conduct & Transportation

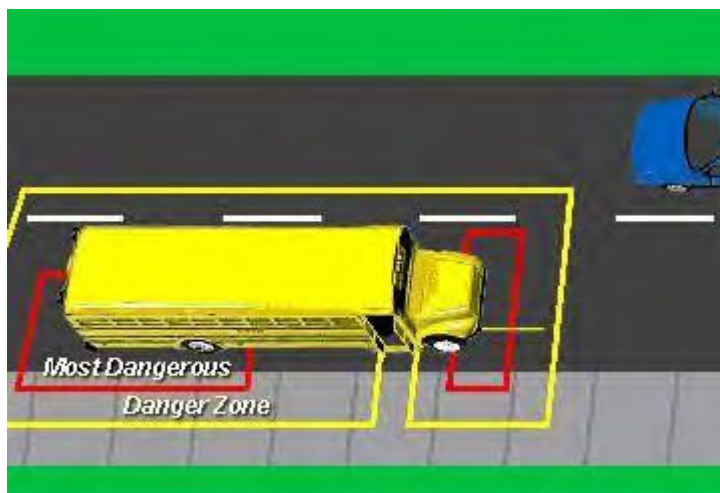
The district provides bus transportation to and from school for all students. Students are expected to follow all bus safety procedures and rules. A list of bus stops will be published at the beginning of the school year before student registration. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the assistant principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Students who misbehave will be reported to the administration. A copy of this written report will be mailed home. The consequences of misbehavior on the bus will be determined on a case-by-case basis. Possible consequences include warning, noon detention, after school detention, temporary loss of bus riding privilege, exclusion from bus riding privilege, or any other discipline as determined by the administration. Parents will be notified of bus suspension and in other cases deemed necessary. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Students are subject to a suspension or expulsion from the bus for serious or repeated misconduct. The length of the bus suspension will be determined at the building level by the principal/assistant principal on a case-by-case basis. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A parent may request a suspension review meeting to review the appropriateness of the bus suspension. The suspension review meeting will be conducted by the Board or a hearing officer appointed by the Board. If a hearing officer is appointed, he shall prepare a written summary of the evidence presented and present it to the Board. The Board shall review the hearing officer's report and take such action as it finds appropriate. This request would need to be in written form and sent to the District office.

A student who is suspended from riding the school bus and who does not have alternate transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. The suspended student will have 1 day for each day of bus suspension to complete the makeup work. It is the responsibility of the student's parent/legal guardian to notify the District that the student does not have alternative transportation to school.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be

administered a medical cannabis infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. This does not include the non-disruptive expression of gender or sexual orientation or preference.
- 12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non- exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Student/Teacher/Parent Conference
2. Detention
3. Failing grade for assignment, re-do assignment.
4. Loss of eligibility for extracurricular and athletic events and participation.
5. Counselor referral.
6. Verbal/written warnings.
7. Changing clothes, wearing other appropriate attire supplied by the administration, or wearing gym uniform.
8. Notifying parents/guardians.
9. Disciplinary conference (Student/Teacher/Parent).
10. Withholding of privileges.
11. Temporary removal from the classroom.
12. Return of property or restitution for lost, stolen or damaged property.
13. In-school suspension.
14. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
15. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
16. Suspension of bus riding privileges.
17. Bus assigned seating.
18. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
19. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
20. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
21. Notifying juvenile authorities or othe law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Fighting Procedures

Benton Grade School believes that harmonious relations can be developed among all students. Our school promotes positive ways of handling disagreements with other students. These positive ways include talking out the problem with the other student(s), a counselor, teacher, or an administrator. Students who choose to resort to violence to solve problems with other students will be subject to discipline on a case-by-case basis. Fighting is defined as an exchange of physical contact (hitting, kicking, slapping, pushing, or shoving). In addition to penalties set forth in this handbook, students involved in a fight on school ground or at a school activity may be transported to the Benton Police Department by a police officer and/or may be charged criminally. 1. If deemed necessary, the police will be involved. 2. Students involved will have the opportunity to explain what happened. 3. Students who are deemed by the administration to have participated in the violent act will be subject to discipline on a case-by-case basis. Students are expected to walk away and/or seek help from a staff member. Benton Grade School believes that the educational process cannot be disrupted by negative behavior. The school is for ALL students. The school encourages the development of a positive atmosphere where learning can take place. Administration reserves the right to review each individual situation before determining the disciplinary action that is required.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. Evidence obtained will be confiscated and turned over to the Superintendent of Schools and may be delivered to local authorities for possible prosecution, in all criminal cases. The student's parents will be notified.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which

verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Drug Free Zone

Benton Grade School is a "Drug Free Zone." No drugs, alcohol, cigarettes, E-cigarettes (JUULs), or any other chemicals used to stimulate, or "look alike drugs" are allowed to be possessed, sold, or used on or near Benton Grade School.

Off Campus Conduct

Students must follow school rules and policies at all school events which take place during, before, and after school hours or which have a reasonable relationship to school. The student will be held accountable for negative behavior in violation of the discipline code in these instances on or off campus.

This includes on school buses, at bus stops, while students are traveling to or from school, at school sponsored events, activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Support Services

A student who has been suspended out-of-school for more than 4 days may be provided with support services during the time of the out-of-school suspension as deemed appropriate by school officials.

Make-up Work Following Suspensions

School assignments missed during a disciplinary suspension from school require completion. Students will be permitted to make up all any missed work, including homework and tests, for equivalent academic credit.

Students will be granted one day of additional make-up time for each day of absence. The school principal may extend the period of makeup work for special circumstances.

Examples of Prohibited Conduct

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. All discipline is administered on a case-by-case basis.

Dress Code

Student dress must not disrupt the educational process, interfere with the maintenance of a positive learning climate, or compromise reasonable standards of health, safety, modesty, and decency. This includes but is not limited to appearance and hygiene. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

All students should be covered from shoulder to their mid-thighs. Student dress will conform to the minimum guidelines, which states that all dresses, shorts and skirts with splits in them must be longer than the student's fingertips with arms extended down their sides. Jeans or shorts with holes must conform to the following guideline: holes that expose skin **MUST** be below the students fingertips with arms extended down their sides. Clothing is to be worn as intended. No undergarments should be visible, no pajama pants should be worn, and no sagging pants are allowed. Pajama pants should be defined as any type of lounge wear pant with print of any type including fleece and flannel. Clothing with inappropriate holes, rips, tears, and clothing that is otherwise poorly fitting or showing undergarments may not be worn at school. All pants must be worn at the waist. A belt will be required if pants do not remain at the waist. Footwear must be worn at all times. **No** see through fabric or swimsuits are allowed. Shirts should **not** include spaghetti straps, tank tops, crop tops, cutoff tops and sleeveless shirts unless they are bought sleeveless. Clothes must be worn in a way such that backside and private areas are fully covered with opaque (not see through) fabric. This also includes when such items are worn with leggings, yoga pants and tights. Clothing that is suggestive or sexually explicit, or that does not adhere to the rules of modesty is not allowed.

Clothing, jewelry, accessories, tattoos, body piercing or writing on clothing or skin that draws excessive attention and thereby disrupts the educational process is prohibited. Any jewelry or items worn on the body or clothing that may be used to inflict harm to others is prohibited.

Prohibited attire also includes, but is not limited to the following: clothing with tobacco, drug or alcohol advertisements; offensive language, print, or graphics that are sexually explicit or suggestive or that display adult messages and/or humor; brand names/logos with drug, tobacco, or sexual implications along with representations that are inappropriate, offensive, or demeaning to any group are prohibited. Gang affiliation is forbidden. Heavy chains/ spikes should not be worn around neck or hang from clothing. Jackets and headgear, i.e. hats, bandanas, headbands, sunglasses, etc., will not be worn during the school day. Hats and sunglasses and other items must be kept in the lockers throughout the school day.

Students should not wear coats in the classroom.

- * **If there are any doubts concerning dress and appearance, the building administrators will make the final decision.**
- * **If the guidelines for jeans with holes are Not consistently followed, the building administrator can make a final decision to no longer allow jeans with holes.**

Misbehavior Off Campus

Students must follow school rules and policies at all school events which take place during, before, and after school hours or which have a reasonable relationship to school. The student will be held accountable for negative behavior in violation of the discipline code in these instances on or off campus.

This includes on school buses, at bus stops, while students are traveling to or from school, at school sponsored events, activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Mediation

Students referred by the administrative staff and who mutually agree may participate in mediation led by the school counselor in an attempt to resolve a difficulty or potential problem. Compliance with the terms agreed upon in the mediation process will be evaluated by the administration before further disciplinary actions.

Student Restraint

Corporal punishment is banned. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. Reasonable force or physical guidance may be used to restrain students in limited circumstances that include: a) for their safety, b) if they are a threat to others, c) to prevent damage to school property, or d) if a student behavior interferes with a classroom or other scheduled program.

Isolated Time Out/Physical Restraint

School officials have the right to use isolated time-outs and physical restraints as defined in the school code. Isolated time-outs and physical restraints are to be used only when the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm, not as a form of punishment or a means of disciplining a student, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. A parent can request a copy of the district's policy by contacting the School Superintendent.

Suspension and Expulsion

Out-of-school suspensions and expulsions are only used for legitimate educational purposes.

The district will make all reasonable efforts to resolve disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsion. The District does not use zero-tolerance discipline except as required by federal law or the *Illinois School Code*.

In accordance with constitutional due process and statutory requirements, the Board of Education may suspend or expel students in cases of gross disobedience or misconduct that occurs on or off campus. This includes on school buses, at bus stops, while students are traveling to or from school, at school sponsored events, activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

The Superintendent, Principal, or Assistant Principal is authorized to suspend a student from school. Only the Board of Education may expel a student. The Superintendent, Principal and Assistant Principals may suspend students from school or the school bus for up to ten (10) school days. Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administrators of the district. Disciplinary measures other than suspension or expulsion shall be determined by the administration and established in general regulations governing student discipline. Suspensions and expulsions shall be done in accordance with guidelines outlined in the School Code of Illinois, Article 10-22.6.

Suspension: Suspension is the most severe form of discipline except for expulsion. It is the temporary removal of a student from school property for disciplinary reasons not to exceed ten school attendance days.

Suspension Procedures: Prior to suspension, a conference shall be held with the student to explain the charges. However, a pre-suspension conference is not required when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable. The student's parents should be notified via an attempted phone call. A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a right to a suspension review. A copy of a notice shall be given to the Board of Education. Upon the parent's request, the Board of Education or appointed Hearing Officer shall conduct a review of the suspension. At the review, the student's parent(s) may appear, and may be represented by counsel, and discuss the suspension with the Board or Hearing Officer. After presentation of the evidence or receipt of the Hearing Officer's report, the Board shall take such action, as it finds appropriate.

In School Suspension

When a student is placed into ISS they should arrive prepared to work on any and all homework that will be sent to them by their respective teacher(s). If a student becomes ill or is taken out of school for any reason and fails to complete a full day of ISS, that day will not count and the student will have to repeat a day in ISS. When in ISS the students must comply

with the rules of ISS. Any failure to comply will result in one day of suspension from school. There also will be no outside food or drink allowed in ISS. If a student has an unexcused absence in conjunction with serving an ISS, then make-up work will not be permitted.

Out of School Suspension

A student's out of school suspension assignment is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. *The level of consequences imposed will be consistent with the Illinois School Code.* Students assigned to OSS will not be allowed on school district property at any time during their OSS. Out of School Suspensions are assigned only for days when school is in session. In the event that school is cancelled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. During an out of school suspension assignment, the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials.

Expulsion

Expellable acts include, but are not limited to, serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property that may cause a serious threat to the safety of the school community. Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for one (1) to two (2) school years. Placement in an alternative setting may not be offered under certain circumstances in accordance with the Illinois School Code. The terms of expulsion also mean that a student who has received out-of-school suspension, is being considered for expulsion, and/or has been expelled is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the suspension/expulsion.

Expulsion Procedures

The following are expulsion procedures: 1) Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate; 2) During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine the witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Articles Prohibited or Restricted at School

Any item that may endanger others or be used to cause or threaten bodily harm. Any tobacco product, alcohol product, or other illegal substance or material. Radios, CD players, electronic

games, cameras, toys, dolls, permanent markers, fidget spinners, fidget cubes and collectibles. Nuisance items including, but not limited to, roller blades, skateboards, squirt guns, etc.

School-Sponsored Activities

These activities are a privilege for students. Students must abide by all school policies during transportation and during school-sponsored activities. Students shall treat all trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a trip may subject the student to discipline. All students who wish to attend a school-sponsored activity must receive written permission from a parent or guardian with authority to give permission.

****PARENTS**

If you are informed of activities or problems that the school staff should be made aware of, please contact the school office. The law requires that any student action at school that would be illegal if done away from school be reported to Law Enforcement Authorities.

EXTRA PROGRAMS

Scholar Bowl

The Benton Grade School scholar bowl team is comprised of seventh and eighth grade students. Near the beginning of the school year all students fulfilling the grade and discipline requirements are given an opportunity to sign up and compete for a spot on the scholar bowl team. Matches against area schools are held during the school day from November through April. A tournament is held at the end of the year for all the junior high teams in southern Illinois. The purpose of the Benton Grade School scholar bowl team is to provide an opportunity for some of our academically talented students to participate with area students in a challenging, “game show” style format of questions and answers. Students learn to work together as a team, sharpen their problem solving and leadership skills, and meet other top students from the area.

Band & Chorus Participation

Band and chorus are performance classes. Students are required to attend all performances and any additional rehearsals. Your grade is dependent on your attendance at all performances. An unexcused absence from a scheduled performance will result in a failing grade for that performance. Two unexcused absences will result in dismissal from the band or choral group. In the event of an excused absence from a performance, an alternative assignment (solo performance, etc.) will be provided to allow a student the opportunity to obtain similar credit as those who attended the performance. The following will be considered excused absences: 1. Sickness 2. Death in immediate family 3. Family weddings or reunions 4. Church obligations 5. Other school or arts related activities.

In order for any absence to be excused, the director must have a signed note by the parent/guardian explaining the situation. This note must be received no later than two weeks prior to the event, except in the event of an emergency. Failure to comply with the above rule will result in an unexcused absence.

Most music students are involved in numerous activities. There will be times when two

functions will overlap. When this occurs, all options will be looked at and then a decision can be made as to what function a child should attend. If the other activity is decided, this will result in an excused absence and the grade can be made up. The success of a band or chorus program is dependent upon the responsibility and reliability of its members. Everyone is equal. Everyone is important. Everyone is needed at all times.

In order to participate in the end of the year school-sponsored activity with Band and Chorus, students must obtain the required number of award points for the school year. Points are awarded for concerts, contests, participation, attitude, extra rehearsals, festivals, parades, pep band and auditions. Award points are in addition to regular classroom grades. Students enrolled in both Band and Chorus must obtain the correct amount of points in both classes to qualify for the trip. Any student who serves an out of school suspension during the school year may not attend the Band and Chorus end of the year trip.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her

of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian.

Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Grade level

Birth date and place

Parent/guardian names, Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student

participating in school or school- sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
Academic awards, degrees, and honors
Information in relation to school-sponsored activities, organizations, and athletics
Major field of study
Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of
Education 400
Maryland Avenue, SW
Washington DC
20202-4605

Student Records Upon Withdrawal or Transfer

Students transferring or withdrawing from BGS will be provided with a form indicating whether or not the student is in "good standing" and if medical records are up-to-date and complete. "Good standing" means the student is not being disciplined by a suspension or expulsion and is entitled to attend classes. No challenge to certain disciplinary information in a student's file may be made at the time when a student's school records are transferred to another school. This information includes out of school suspensions or expulsions. Benton Grade School is not required to admit a new student who does not provide this form from his or her previous school district or if the form indicates the student was not in good standing when they withdrew from their previous school.

Note to Custodial and Non-Custodial Parents

Copies of all correspondence and reports (reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events, such as open houses, and copies of the school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail when requested by either parent, unless there is a court order to the contrary. When responding to a court subpoena, District representatives will comply and speak only for the child, not for either parent.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a

fingerprint, voice recognition or retinal scan.

Special Education Rights

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within District, required under the Individuals with Disabilities Education Act (“IDEA”) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children and disabilities”, as used in this policy, means children between 3 and 21 for whom it is determined, through definitions and procedures described in the IL Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services as needed. For additional information on the referral process or parents’ rights refer to the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act or contact administration.

The District offers all eligible students between the ages of 3 and 21 a comprehensive program which includes systematic procedures to identify and evaluate those students eligible for special education and a continuum of placement options available to the specific needs of students. If necessary, students may be placed in private educational facilities. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

Parents have the right to request a referral for an evaluation to assess their child (ren) for possible special education intervention. Parental consent in writing is required prior to the District conducting an evaluation. If parents suspect that their child has a disability that is adversely their child’s education, parents should contact the building principal or school social worker. If parents would like a copy of the Procedural Safeguards and Responsibilities for Parents/Guardians of Children with Disabilities, parents should contact the building principal.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 even though they do not require services pursuant to the IDEA. Pursuant to Public Act 100-1112 students with disabilities who do not qualify for an individualized education program (IEP) may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child

- (i) has a physical or mental impairment that substantially limits one or more major life activities,
- (ii) has a record of a physical or mental impairment, or
- (iii) is regarded as having a physical or mental impairment.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of eligibility as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian to examine relevant records, an impartial

hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

Parents of children who receive special education services or for whom such services have been requested have certain rights safeguarded by state and federal statutes. Those rights include, but are not limited to, the following:

- a. The right to a written notice before the school district initiates or changes (or refuses to initiate or change) the identification, evaluation, or placement of your child.
- b. The right to consent or request an evaluation of your child by the school district and to revoke such consent.
- c. The right to obtain an independent evaluation of your child at personal expense (at school district expense if the school district's evaluation is found to be inappropriate) and have the results considered in decisions regarding your child's educational placement.
- d. The right to have your child educated with non-handicapped children to the maximum extent appropriate.
- e. The right to request a hearing before an independent hearing officer if impasse is reached between you and the school district regarding the district's decision to initiate or change (or refusal to initiate or change) the identification, evaluation, or placement of your child.
- f. The right to inspect and obtain copies of your child's school records at cost.
- g. The right to challenge the content of your child's school records including the right to a hearing regarding inaccurate or misleading information contained in the record.

*This specified list of rights is in abbreviated form. If you should desire additional information, contact your District Superintendent of Schools, your Regional Superintendent of Schools, or the Director of Special Education, Franklin and Jefferson Counties Special Education District, P.O. Box 1027, Benton, IL.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Notice of Accommodations

Benton Grade School will provide accommodations for parents or guardians with disabilities at parent/guardian conferences, school programs, or school board meetings. Parents or guardians who require accommodations or who have questions about access should contact the school at 618-439-3136.

Protection of Pupil Rights

Parents have the right to inspect all instructional materials, including teacher's manuals, films, tapes, or supplementary materials which will be used connection with any survey, analysis, or evaluation of their child. Parents shall have the right to inspect a survey created by a third party.

Parents shall have the right to inspect a survey created by a third party before it is administered and distributed to their student. Said surveys may be obtained by contacting the appropriate teacher or school official.

Parents have the right to inspect any instructional material used as part of their child's educational curriculum by contacting the appropriate teacher to establish a mutually convenient time for viewing.

Parents have the right to notification of any physical examinations or screenings, which the district may administer to the student.

Parents have the right to inspect any collection instrument used for the purpose of marketing or selling personal information. Parents may opt out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year. The District will notify parents of any dates when these activities are scheduled to occur.

Parents have the right to refuse consent for the child to submit to and/or to request protections of student privacy for any survey that reveals the following information:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or parent;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs;
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The District will notify parents of any dates when surveys or nonemergency, invasive physical examinations or screenings are scheduled to occur.

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

Sex Equity

No student shall, on the basis of sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal to the School Board's resolution of the complaint to the Regional Superintendent of schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Equal Educational Opportunities

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, immigration status, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy.

Inquiries concerning the application of Title IX (sex equity), Section 504 (handicapped) or Title VI (minorities) should be directed to the District Office.

Homeless Students

The McKinney-Vento Act governs the rights of homeless students. Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. Generally, a homeless student is a student who does not have a regular, fixed place of residence. Homeless students have special rights in regard to school choice, transportation, and proof of residency. If you have any questions, please contact the Superintendent of Schools at 618-439-3136 for more information.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication including cell phones) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic

system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying.

Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

[Name, address, phone number, email]

Complaint Managers:

[Name, address, phone number, email]

[Name, address, phone number, email]

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, Title IX Sexual Harassment Grievance Procedure, and 2:260, Uniform Grievance Procedure.

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, complaint manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Title IX Coordinator:

| |
|-----------|
| _____ |
| Name |
| _____ |
| Address |
| _____ |
| Email |
| _____ |
| Telephone |
| _____ |

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, Uniform Grievance Procedure.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Sex Offender Information

This is for informational purposes only. The Department of State Police maintains a Statewide Sex Offender Database that parents may access.

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Parents School Visitation Rights

Parents of students attending Illinois schools who work for employers who employ 50 or more individuals have rights under School Visitation Act 820 ILCS 147/1. The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Employee Code of Professional Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated into this Code of Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Standards related to school employee-student conduct shall, at minimum:

1. Comply with the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education;
2. Prohibited grooming behaviors and sexual misconduct include, but are not limited to (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.
 - a. A sexual or romantic invitation
 - b. Dating or soliciting a date
 - c. Engaging in sexualized or romantic dialogue
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic or erotic nature
 - f. A sexual, indecent, romantic, or erotic content with the student
3. Employees are expected to maintain professional relationships with the students.
 - a. Employees are strictly prohibited from using any form of communication with students (emails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between an employee and student. This District has a “zero tolerance” for any conduct that crosses over that professional line.
 - b. Employees are not permitted to transport District students in the employee’s privately owned vehicle, unless the employee has obtained the prior permission of the Building Principal and/or Superintendent.
 - c. Employees are not permitted to meet with a student or contact a student outside the employee’s professional role. Employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship.
4. District employees are mandated reported and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C 7926);
5. Employees, students, parents, and any third party can report prohibited behaviors and/or boundary

violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*, to a District Complaint Manager, Nondiscrimination Coordinator, Title IX Coordinator, or any other District administrator or staff member the person feels comfortable reporting to;

6. Employees are required to complete training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*, and 5:100, *Staff Development Program*.